

UCSD Sixth College Student Council Finance Bylaws

Amended 3/30/19

Amended 6/4/20

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Article I. General Statement of Purpose

Section A: General Statement of Purpose The Sixth College Student Council (SCSC) shall allocate its funds to serve the Sixth College Student Body (SCSB) and support registered UCSD organizations whose projects benefit the Sixth community.

1. All money allocated by SCSC shall comply with SCSC and the University of California business and accounting procedures. All allocations must be consistent with UC and UCSD rules and regulations, and city, state, and federal law.
2. In the event that an organization violates any SCSC policy as stated herein, SCSC reserves the right to withdraw funding and/or affiliation in accordance with the due process principles set forth in the University of California Policies and UCSD Campus Regulations.
3. It is not the responsibility of SCSC to ensure that an organization is familiar with all UC and ASUCSD policies and regulations regarding student organizations and activities.

Article II. Sixth College Activity Fee

Section A: Establishing, Modifying, or Eliminating a College Activity Fee

1. A petition to place on the ballot a referendum to establish, modify, or eliminate an activity fee must be approved by two-thirds ($\frac{2}{3}$) vote of the Sixth College Student Council (SCSC) and must be ratified by the Sixth College Dean of Student Affairs and Provost.
2. If the petition for the referendum is approved as required by Article II, Section A, Paragraph I, above, the referendum may be placed on the ballot in an election to

be held in accordance with the procedures described in Section B and Section C, below.

Section B: Referendum Election Procedures

1. The referendum must be approved by the Vice Chancellor Student Affairs, the Chancellor, and the University of California President prior to its implementation.
2. The request to place a referendum on a ballot in a special or general election must be submitted to the Office of the Vice Chancellor Student Affairs at least six (6) weeks prior to the date of the election.
3. The referendum shall not be considered valid unless twenty percent (20%) or more of the eligible Sixth College voters cast ballots on the specific referendum question and the total number of affirmative votes must be at least fifty percent (50%) plus one of the votes cast.

Section C: Referendum Campaigning Guidelines

1. The SCSC must conduct at least one town hall for the SCSB. This forum must be held at least seven (7) days prior to the start of the election.
2. SCSC must notify Sixth College students of the town hall.
3. Campaigning and education for the referendum may start the day after approval of the referendum text and end the last day of the election.

Article III. The SCSC Finance Committee

Section A: Responsibilities and Duties of the Finance Committee

1. Reserves the right to audit or investigate the university's financial records pertaining to organizations funded by SCSC.
2. Shall ensure that SCSC and registered Sixth College student organizations are aware of the SCSC funding process.
3. Shall make formal recommendations on funding requests to SCSC.
4. Items submitted by the Finance Committee shall enter the Agenda under Old Business.

5. All individuals will be required to complete the funding questions located on the budget template detailing their funding request
6. Will require the individual requesting funds to present their budget at the Finance Meeting where their budget will be discussed. In the event the individual is unable to attend, a proxy may be sent in their place or the Vice President Finance will present the information provided in the funding questions

Section B: Voting

1. Recommendations require a simple majority vote.

Section C: Quorum

1. Quorum requires four SCSC members as defined by Article V, Section C of The Constitution of the Sixth College Student Body.
2. All recommendations made without quorum shall be informal recommendations.
 - a. All informal recommendations must be approved in Council.

Article IV. Budget

Section A: SCSC Annual Budget

1. A final annual budget must be passed by a two-thirds ($\frac{2}{3}$) vote of SCSC fourteen days (14) after the President and Vice President Finance are informed of the Council's income for that term.

Section B: Officers with Discretionary Fund

1. The officer, in consultation with their SCSC advisor, may allocate funds from their Discretionary Fund towards SCSC expenditures.

Section C: Mandatory Reserve

1. SCSC shall maintain a mandatory reserve of no less than \$5,000. In addition, SCSC may add to this reserve from the carryover of the previous year. These funds shall not be spent unless by a three-fourths ($\frac{3}{4}$) vote of the entire SCSC.

Section D: Sixth College Student Organizations Fund

1. These funds shall be reserved for registered Sixth College student organizations.

Section E: External Fund

1. SCSC shall only fund programs and initiatives from student organizations not affiliated with Sixth College if all of the following conditions are met:
 - a. A current SCSC member sponsors the organization and requests funding on their behalf
 - b. An MOU is completed by the organization
 - c. The program or initiative is in compliance with all other SCSC funding requirements
2. Funding for student organizations not affiliated with Sixth College will be taken out of the unallocated or programming unallocated line item at the discretion of the VPF and Finance Committee.
3. Funding will be limited to \$10,000 per academic year for organizations unaffiliated with Sixth College. Exceptions will require a two thirds majority of voting council members.

Section F: Internal Fund

1. These funds shall be reserved for internal expenditures by SCSC members, and their partnerships.

Section G: General Unallocated Fund

1. Non-earmarked funding may be used for SCSC operations beyond traditional budgetary outlines.
2. Unless otherwise specified in the SCSC annual budget, all allocated, unused, or cancelled funds will revert to the General Unallocated account.

Section H: Carryforward

1. Funds left over at the end of each academic year shall serve as carryforward for the next SCSC annual budget.

Article V. Funding Procedures

Section A: Funding Requirements

1. SCSC must approve Finance Committee's recommendations with a motion and a second before any transactions can be made.
2. The organization must name SCSC as a co-sponsor of its event on all publicity. Failure to do so may result in the suspension of any future funding to the organization. The event must be advertised to Sixth College students.
3. A Pre-Budget must be submitted at least 21 days prior to the start of the event if one of the following conditions is met:
 - a. A space reservation is required
 - b. HDH/Catering will be used
 - c. Customized products being dispersed at the event
4. A Pre-Budget must be submitted at least 14 days prior to the start of the event if at least one of the following applies:
 - a. Article 5, Section 3 does not apply and a clear plan is provided for the event
 - b. The program is in response to current events and a clear plan is provided
 - c. The program is in response to, or a part of, a campus wide collaboration and a clear plan is provided
5. Organizations and collaborations between SCSC members must appoint one individual to be responsible for the entire funding process. The duties of this individual include but are not limited to:
 - a. Meeting with the VPF to outline the expectations of the funding process
 - b. Weekly updates via email or a meeting with the VPF to promote transparency and adhere to the post-budget timeline
 - c. Submitting the post-budget of the event as outlined in Article V, Section A, Paragraph 5
6. The organization must submit a post-budget within ten (10) calendar days from the end of the event. Failure to do so may result in the suspension of any future funding to the organization until the completion of the post-budget.
7. Cancelled events will not receive allocated funding from SCSC.

8. Unused allocated funds must be returned to SCSC, and may not be spent on non-previously approved projects.

Section B: Submitting a Funding Request

1. The Vice President Finance must outline the following funding request submission process for their term:
 - a. All items necessary for the funding request, including a funding request form, and budget information must be submitted to the VP Finance by the specified date.
 - b. The date and time which the organization must request to be added to the Finance Committee meeting agenda for that week.
 - c. Whether a representative from the organization requesting funding must be present for a question and answer session at the SCSC weekly Finance Committee meeting subsequent to their request submission; this is when they may also give a prepared presentation.
2. The Vice President Finance must ensure that all items decided upon as outlined in Article V, Section B, Paragraph I are public and made available to the SCSB, registered Sixth College student organizations, and SCSC.

Section C: Approval

1. All funding requests shall be referred to the Finance Committee for the purpose of submitting a formal recommendation to SCSC.
2. All Finance Committee recommendations are binding. If an objection is raised during the general council meeting, a motion to pull from committee must pass by a two-thirds ($\frac{2}{3}$) vote for discussion on the item.
3. The Finance Committee shall notify the organization of the action taken by SCSC regarding its funding request within two (2) academic days from the Council's ruling.

Section D: Post-Budget Documentation

1. All items listed on the pre-budget must show up on the post-budget in an individually itemized format.

2. Failure to comply with all stated rules may require a meeting with the VP Finance to resolve the issue prior to any additional funding being disbursed.

Article VI. Sixth College Student Council Funding Guidelines

Section A: Non-allocations

1. SCSC shall not fund the following types of events:
 - a. Those which are not open to all Sixth College students. Those which have already taken place.
2. SCSC shall not allocate funds for the purpose of:
 - a. Personal financial gain.
 - b. Payment of fines.
 - c. Purchase of food, to be used exclusively by members of SCSC during regular meetings.
 - d. Expenses that were not approved and allocated by SCSC prior to expenditure.
 - e. Alcoholic, tobacco, and other drugs of any kind.
3. Funding from a vacant position:
 - a. All funding requests that fall under the responsibilities of an unfilled council position will be taken from the general unallocated line item

Article VIII. Reallocation Requests

Section A:

1. Funds may be reallocated amongst the various accounts in the SCSC annual budget.

Section B:

1. All budget reallocation requests shall require a majority vote of SCSC for approval, unless specifically stated otherwise in these bylaws.

Section C: Overspending of Allocations

1. If the actual expenses of a budget exceed the amount approved by SCSC up to 10%, supporting documentation will need to be submitted, and a formal warning will be issued for the over-expenditure. SCSC will cover that amount from the General Unallocated.
2. Actual expenses exceeding an approved allocation by more than 10% will be sent back to the council floor to vote for reallocation. An explanation including documentation of the expenditure must be provided in order for the reallocation to be taken into consideration.
3. Reallocations require a two-thirds ($\frac{2}{3}$) vote of SCSC voting members present.
4. Exceptions will be taken into consideration for the following:
 - a. Allocations for Sixth College initiatives and events that are coordinated by the Sixth College staff.
 - b. Purchases made by Sixth College staff for approved budget items on behalf of the students so they can avoid out-of-pocket expenses.
 - c. If the student/student organization overspent their approved budget from a general allocation, rather than a specific line-item allocation.
5. Repeated occurrences of overspending may result in the restriction of future funding for the remainder of the academic year.
6. The Vice President Finance is responsible for tracking all instances of overspending and reporting them to the office of the Executive Assistant to the Dean and the Dean of Student Affairs.

Article IX. Violations

Section A:

1. If any organization that has been allocated money by SCSC violates either the SCSC Finance Bylaws or its agreement with SCSC, that organization's allocation may be restricted and that organization will not receive allocated funding and may have future allocations restricted.

Section B:

1. If an organization has an alleged violation, the VP Finance is responsible for notifying the organization and the SCSC advisor of the allegation within seven (7) calendar days.

Section C:

1. The current council may restrict funds already allocated by the outgoing council if a violation occurs as defined by Article IX, Section A.

Article X. Disruption in Normal Campus Operations

Section A: Budget Submission

1. In the event of a University recommendation to cancel or postpone on-campus events, the budget submission deadline may be changed as seen fit by the Vice President Finance but has to be at least 2 hours before the finance meeting.

Section B: Reallocation

1. Annual budget reallocation of funds within line items or any amendments to the annual budget require approval of SCSC.
2. Overspending requires approval of SCSC and should be compliant with the reallocation bylaws.

Section C: Summer Finance Committee

1. Finance Committee shall be held on a weekly basis on a time and date to be determined and disclosed by the Vice President Finance.
2. The Committee will only be required to meet when there is a budget or reallocation request.
3. A minimum of four council members will be required to be in attendance for Finance Committee to make formal funding decisions
4. Funding decisions will be emailed to all council members allowing one business day for objections. After one business day, the funding decision made by the Finance Committee will become final.

Section D: General

1. All the other procedures should be compliant with the bylaws

2. The stipulations set forth in Article X only apply while there is a disruption to standard campus operations. Upon resumption of standard campus operations, these stipulations are no longer in effect.